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| 1. Make sure Remote Access if allowed on the machine 2. In the Windows Search type “**remote**” 3. Choose “**Allow remote connections to this computer**” 4. Be sure the check mark is in “**Allow connections only from computers running Remote Desktop**” 5. Click **APPLY** 6. Click **OK** | |  |
| 1. Hold down the Windows Key and the letter **R** key at the same time 2. In the run box type- **msra** 3. Press **ENTER** | + R | |
| 1. Teachers will click “**Invite someone you trust to help you**” |  | |
| 1. Teachers will select the second choice, “**Use Email to Send and Invitation**” |  | |
| 1. Address the Email that opens to your tech coach. | The tech coach will let you know when they can assist you. | |
| 1. There will be a window with a code that appears when your tech coach opens your invite.   *\*Do Not Close this Box.*   1. Copy and paste the code and send by email to the tech coach or verbally read them the code over the phone. \*Do Not Close this Box. | *This code is only good for one session.* | |